



Naturally Yours

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**REGULAR SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
February 24, 2020**

The Regular Session of the 51st Council of the Municipality of the District of Shelburne was held on Monday, February 24, 2020 commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Penny Smith
Deputy Warden John Roscoe
Councillor Terry McIntyre
Councillor Doris Townsend
Councillor Roger Taylor
Trudy Payne, CAO

ALSO IN ATTENDANCE:

Erin Hartley, Director of Corporate Services
Adam Dedrick, Director of Recreation and Parks
Michelle Williams, Director of Finance
Anita DeMings, Executive Assistant
Leanne Keating, Tax Clerk
Members of the Public

REGRETS:

Councillor Norman Wallet

1. CALL TO ORDER:

The meeting was called to order at 5:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of February 24, 2020, be approved with the following amendment:

- 10.(f) Correspondence Lloyd Hines Re: Passing school buses when red lights flashing – Added

- MOTION CARRIED

3. **APPROVAL OF MINUTES:**

- (a) Approval of Minutes – January 27, 2020
- (b) Approval of Minutes - February 10, 2020 - Special Council Meeting

3.(a) **MOTION: APPROVAL OF MINUTES – JANUARY 27, 2020**

Being duly moved and seconded, be it resolved that the Minutes of January 27, 2020, be approved as amended.

8.(e) Motion: Area Rate Options for Town of Shelburne Fire Truck 2020-21 approved should have read 2004 American LaFrance East Can Used Fire Truck not 2014 American LaFrance East Can Used Fire Truck; this has been reflected in the minutes.

- **MOTION CARRIED**

3.(a) **MOTION: APPROVAL OF MINUTES – FEBRUARY 10, 2020 - SPECIAL COUNCIL MEETING**

Being duly moved and seconded, be it resolved that the Minutes of February 10, 2020 Special Council Meeting, be approved as circulated.

- **MOTION CARRIED**

4. **Business Arising:**

There was no business arising.

5. **Recreation:**

- (a) Provincial Volunteer Representative

5.(a) Adam Dedrick, Director of Recreation and Parks, presented Council with the Provincial Volunteer Representative 2020 staff report.

The ad hoc Volunteer Nominations Review Committee met on February 18th to review the two nominations received for the award. Reviewing the applications and considering all criteria, the committee recommends that Anthony Gosbee represent the Municipality as the Representative Volunteer for the 2020 Provincial Volunteer Awards being held in Halifax on April 27, 2020.

Anthony's dedication, knowledge, coaching skills, and ability to teach children hockey in a positive, fun way is something special. The impact he has on the children and parents has been substantial, and for some, life changing. And although he decided to move on from the program in 2019, Anthony leaves behind a legacy that promotes volunteerism and giving children an opportunity to play hockey that is affordable and fun. To honor Anthony and to ensure that those values remain, the program was named after him, and is now known as the Anthony Gosbee Recreational Hockey Program.

MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Anthony Gosbee as the Municipality of Shelburne Representative Volunteer for the 2020 Provincial Volunteer Awards based on the recommendation of the ad hoc Volunteer Nominations Review Committee.

- **MOTION CARRIED**

6. **Administration:** (*Resolution Prepared)

- (a) Grants to Organizations 2019/2020 Funding Requests
- (b) Municipal Elections 2020
- (c) By Election 2020- District 6
- (d) Fire Advisory Committee – Budget Recommendations
- (e) Region 6 Solid Waste Resource Management Budget 2020-21

6.(a) Erin Hartley, Director of Corporate Services, presented Council with the Grants to Organizations 2019/2020 Funding Requests staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

The Municipality has recently received two applications for Grants to Organizations to be funded from this current year.

MOTION: GRANTS TO ORGANIZATIONS 2019/2020 FUNDING REQUESTS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve:

Support of Shelburne County Special Olympics in the amount of \$1,000, funding to come from the Grants to Organizations GL# 00-21950-791; and

Support of the 2020 Woodland Conference in the amount of \$100, funding to come from the Grants to Organizations GL# 00-21950-791.

- **MOTION CARRIED**

6.(b) Erin Hartley, Director of Corporate Services, presented Council with the Municipal Elections 2020 staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

Discussion was held regarding the compensation for the Returning Officer, it was noted that the Municipality guarantee a minimum of 450 hours (should acclamation occur) and a maximum of 520 hours.

MOTION: MUNICIPAL ELECTIONS 2020

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve that:

- Kim Goreham be appointed as Returning Officer and Anita DeMings be appointed as Assistant Returning Officer for the October 2020 election;
- Compensation be set as follows:

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- Returning Officer \$6750 - \$7800
 - Assistant Returning Officer Per Collective Agreement
 - Deputy Returning Officers \$175 each day, plus mileage
 - Poll Clerks \$150 each day, plus mileage
 - Polling Stations \$150 each day
- The Municipality enter into the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and
 - The Municipality include \$20,000 in the 2020/21 budget for election costs.

- **MOTION CARRIED**

6.(c) Erin Hartley, Director of Corporate Services, presented Council with the By Election 2020- District 6 staff report as previously discussed at the January 27, 2020 Council Meeting. Staff is proposing for clarity that the January 27, 2020 motion be rescinded to accommodate the changes required in the motion.

MOTION: BY ELECTION 2020 – DISTRICT 6

Being duly moved and seconded, be it resolved, that the Municipality of the District of Shelburne approve:

- That Council rescind the Municipal By-Election 2020 - District 6 motion made at January 27, 2020 Council meeting and approve the following:
- That Council of the Municipality of the District of Shelburne hold a by-election for the Councillor vacancy in District 6, with the by-election date being set as April 4, 2020;
- That paper ballots only be used for this by-election;
- That Erin Hartley be appointed as Returning Officer, Anita DeMings be appointed as Assistant Returning Officer, and Kim Goreham be appointed as the Registrar of Voters;
- That compensation be set as follows:
 - Contracted assistance \$2,000
 - Returning Officer As per Non-Union Staff Policy
 - Assistant Returning Officer As per Collective Agreement
 - Deputy Returning Officer \$175 each day, plus mileage
 - Poll Clerks \$150 each day, plus mileage
 - Polling Stations \$150 each day
- That the Municipality sign the Information Sharing Agreement with Elections Nova Scotia to use the Provincial List of Electors as its preliminary list; and
- The Municipality approve up to \$5,000 from the 2019/20 budget for the by-election and include potential costs for 2020/21 in upcoming budget discussions.

- **MOTION CARRIED**

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6.(d) Erin Hartley, Director of Corporate Services, presented Council Fire Advisory Committee Budget Recommendations staff report.

Each of the seven municipal volunteer fire departments receive and equal annual operating grant. Discussion was held regarding the CPI and are requesting that Council consider increasing their grant by CPI for the last 2 years.

MOTION: FIRE ADVISORY COMMITTEE – BUDGET RECOMMENDATIONS

Being duly moved and seconded, be it resolved that, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following budget items for 2020/21:

- General Operating Grants be increased by 3.8%; and
- Capital Grants be maintained at \$5,000 per department; and
- Dry Hydrant budget be set at \$5,000

- **MOTION DEFERRED**

Council agreed to defer the fire advisory committee request to budget deliberations.

6.(e) Erin Hartley, Director of Corporate Services, presented Council with the Region 6 Solid Waste Resource Management Budget 2020-21 as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

MOTION: REGION 6 SOLID WASTE RESOURCE MANAGEMENT BUDGET 2020-21

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the draft 2020/21 Region 6 Solid Waste-Resource Management Budget, as presented at the February 10, 2020 COW Meeting, in the amount of \$833,272.00, with Eastern Shelburne County's contribution being \$5,791.69, which represents 7.25% of the municipal billing contribution.

- **MOTION CARRIED**

7. **FINANCE:**

- (a) Write off Report – February 2020
- (b) Banking Account Options
- (c) Collection Policy – Amendment
- (d) Tax Sale Procedure Review

7.(a) Ms. Williams, Director of Finance, presented to Council the Write off Report February 2020 staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

MOTION: WRITE OFF REPORT FEBRUARY 2020

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve that the Municipality write off \$2,118 from the Tangible Capital Assets of the Municipality, specifically asset id LA002 using GL#0028211000 and GL #0045100000.

- **MOTION CARRIED**

7.(b) Ms. Williams, Director of Finance, presented to Council the Banking Account Options staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting - In Camera. The motion reflects the outcome from the discussion.

MOTION: BANKING ACCOUNT OPTIONS

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne engage in a three-year contract with CIBC that will match the rates offered by Municipal

Finance Corporation High Interest Bank Account Program starting February 2020 and authorize the Warden and CAO to execute the Agreement on its behalf.

- **MOTION CARRIED**

7.(c) Ms. Williams, Director of Finance, presented Council with the Collection Policy Amendment - February 2020 staff report.

Discussion was held regarding including a pre-warning letter in the Collection Policy: staff provided a draft copy of the letter.

MOTION: COLLECTION POLICY AMENDMENT – FEBRUARY 2020

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve the attached Collection Policy as amended.

- **MOTION CARRIED**

7.(d) Ms. Williams, Director of Finance, presented Council with the Tax Sale Procedure Review staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

MOTION: TAX SALE PROCEDURE REVIEW

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne reviewed the Tax Sale Policy and Collection Policy and agrees to follow the current Tax Sale Policy and add a pre-warning letter to the Collection Policy.

- **MOTION CARRIED**

8. Committee Reports/ Recommendations:

- a. Audit and Internal Control Committee
 - 1. Septic Lagoon Update
 - 2. Fire Service Coverage

8.(a)(1) Trudy Payne, CAO, presented Council with the Septic Lagoon Update staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

Discussion was held regarding each of the recommendations.

MOTION: SEPTAGE LAGOON

Being duly moved and seconded, be it resolved that, as recommended by the Audit and Internal Control Committee, the Council of the Municipality of the District of Shelburne approve the following:

1. The purchase of a 14' aluminum boat for the maintenance of the septic lagoon in the 2020/2021 budget.
2. Initiate a conversation with the Town of Shelburne to discuss the remediation of biosolids from the treatment facility.
3. Meet with the Town of Shelburne to discuss the water volumes in the Town water system going to the commercial users in the Industrial Park and get their data.
4. Purchase a pump for the Ven-Rez station at an approximate cost of \$20,000.00.
5. Ask for a second opinion on Daniel Vincent staff report and the state of the septic lagoon.
6. Estimates to be obtained for a second lagoon including a recommendation for the most efficient size.

- **MOTION CARRIED**

8.(a)(2) Erin Hartley, Director of Corporate Services, presented Council with the Fire Service Coverage staff report as previously discussed at the February 10, 2020 Committee of the Whole Meeting.

MOTION: FIRE SERVICE COVERAGE

Being duly moved and seconded, be it resolved, as recommended by the Audit and Internal Control Committee, the Council of the Municipality of the District of Shelburne approve to continue to offer both WCB and Accident & Sickness Insurance Coverage to the Volunteer Fire Fighters and include in the 2020/21 budget.

- **MOTION CARRIED**

9. **Council Member Updates:**

- (a) Warden Smith provided an update on her recent activities including:
 - o February 12, 2020 - she and the CAO attended the Shelburne County Health Care Professional Recruitment and Retention Committee Meeting. Discussion was held regarding the Emergency Room closures and utilizing nurse practitioner, it was suggested to update Shelburne County Community Guide and ensure it is well distributed.

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- o Warden Smith advised Council that on April 14, 2020 Dr. Carr, the new CEO of the NSHA will present to Council along with Jodi Ybarra. Also, Jodi Ybarra will be asked to come to Council on a quarterly basis to provide updates.
- o She advised Council that she reached out to Minister Delory's office to arrange a meeting, but has received no response to date.
- o She advised that she attended the Volunteer Award Meeting on February 18, 2020.
- o She attended the new civic building and Bell Internet meeting on February 19, 2020.
- o She, Deputy Warden Roscoe and the CAO attended a meeting in Jordan regarding Trails. It was noted there was a great turn out.

(b) Councillor McIntyre advised Council that the Roseway Manor will be hiring a new Administrator.

(c) Trudy Payne, CAO, updated Council on the outcome of the Civic Building meeting. Discussion was held regarding the expectation of federal tenants, project timelines and on-going discussions with the province.

10. **Other:** (*Resolution Prepared)

- a. Sandy Point Recreation Group – Funding Request
- b. Waste Diversion Officer Report October-December 2019
- c. Council Implementation Report
- d. Hosting of NSFM Regional Meeting
- e. New Building Update
- f. Response Letter – Minister Hines – Vehicles Passing While Red Lights Flashing

10.(a) Trudy Payne, CAO, presented a funding request received from the Sandy Point Recreation Group.

Discussion was held regarding the request being directed to the Community Grants to Organizations, additional eligible funding available. It was recommended this to be deferred and brought forward to budget deliberations.

It was also requested that staff research information for potential matching of eligible grants.

MOTION: SANDY POINT RECREATION GROUP - FUNDING REQUEST

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve that the request for funding from the Sandy Point Recreation Group be deferred to budget deliberations.

- **MOTION CARRIED**

10.(b) Warden Smith presented Council with the Waste Diversion Officer Report October-December 2020, for information purposes.

Discussion was held regarding waste being put in Sobeys bags and then placing them in a clear bag for collection. Council stated that they are appreciative staff's work.

10.(c) Council reviewed the Council Implementation Report.

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Trudy Payne, CAO, updated Council that she has requested John Swanty to provide updated maps, timeline, and a press release to share with the Community.

10.(d) Trudy Payne, CAO, advised Council that an email was received regarding interest in hosting the Nova Scotia Federation of Municipalities Regional Meeting, and that the Municipality of Shelburne has agreed to host the NSFM Regional meeting on April 3, 2020 at the Sandy Point Lighthouse Community Centre from 10:30-12:30 with lunch included. CAO added that if the Councillors would like to add to the agenda please advise her.

10.(e) Trudy Payne, CAO, noted the new municipal building was already addressed in the Council Member Updates section of this meeting.

10.(f) Trudy Payne, CAO, advised Council that she had received a response from Minster Hines regarding vehicles passing school buses while red lights were flashing, she will scan to Council.

11. **In Camera:**

- a. Contract Negotiations as per the MGA, Section 22(2) (e)
- b. Contract Negotiations as per the MGA, Section 22(2) (e)

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 6:03 pm to discuss Contract Negotiations.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" and return to Regular Session at 7:17 pm.

- **MOTION CARRIED**

11.(a) **MOTION: BELL CANADA FIBRE TO THE HOME FOOTPRINT**

Being duly moved and seconded, be it resolved that Council of the Municipality of District of Shelburne approve the amended contract as presented at the in camera session with Bell Canada for the fibre to the home footprint expansion project that will result in up to 95% of residents and businesses having access to the best reliable, high speed internet, available in Canada; and

That Council of the Municipality of the District of Shelburne authorize the Warden and/or CAO to execute the Contract on its behalf.

- **MOTION CARRIED**

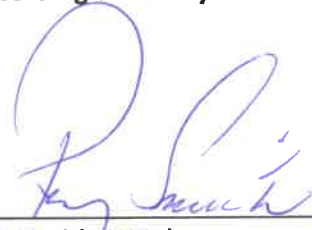
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12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:19 pm.

**Anita DeMings
Recording Secretary**

May 27/20
Date



Penny Smith, Warden



Erin Hartley, Director of Corporate Services